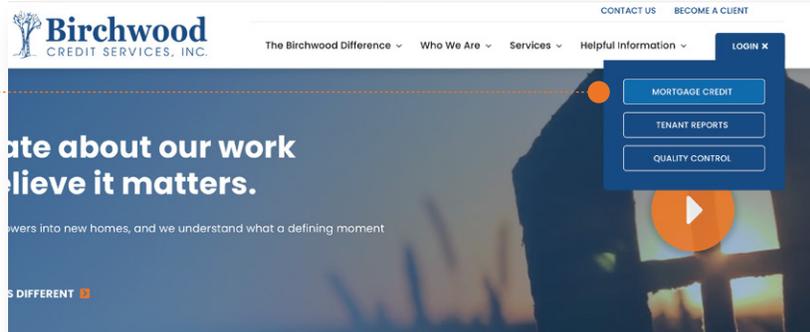# Tradeline Updates/Supplement Ordering Instructions

Birchwood
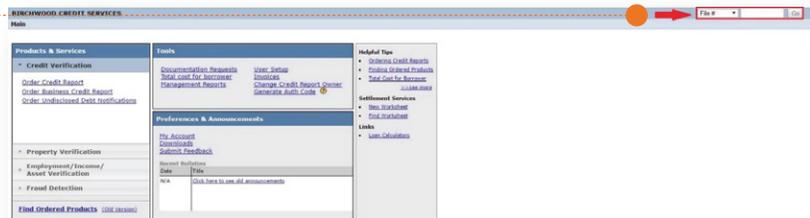CREDIT SERVICES, INC.

Tradeline Updates/Supplement Ordering

Login to **birchwoodcreditservices.com** and click the **Login** option at the top of the screen. Select **Mortgage Credit**

Select **File #** in the upper corner and enter the borrower's credit report number. Click **Go**.

Choose **Request Supplement** under **Add-On Products**.

Tradeline Updates/Supplement Ordering

Click on the check box for tradeline(s) requiring updating.

Include applicant's phone (in case a creditor conference call is needed).

Upload **Borrower's Authorization Form** and supporting documentation. Include any additional commentary in the **Request Reason** box.

Select requested item update within each tradeline.

Select **Submit Order**.

For additional assistance, please reach out to our Customer Service department at (800) 910-0015 and a team member will be more than happy to assist you.